

Letter Writing. (Formal).

Application to the principal asking for sick leave.

8th mile
Mongbol Busty
Kalimpong

November 24,2020

The Principal
St Augustine's School
Kalimpong

Dear Ma'am

I beg to inform you that I have not been able to attend my classes from the 22nd of November ,due to stomach infection and loss of appetite. So my father is taking me to a doctor in Siliguri

Writer's address

Date

Greeting

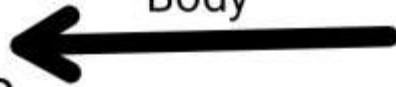
Body



for check-up.

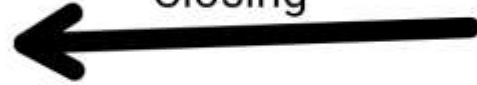
I, therefore request you to
kindly grant me leave till
the 28th of November 2020.

Body

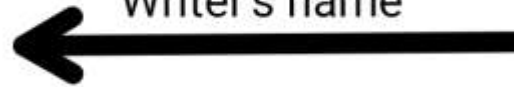


Thanking you
Yours sincerely
Pratik Pradhan
(Class V A)

Closing



Writer's name



Please learn the format

1. Writer's address

2. date

3. The person you address
your letter to

4. greeting

5. body

6. The closing

7. Writer's name